



TRAVEL ADVANCE CLEARFORM

Employee Name		Juel Noye Hlee		22-8-24 to 23-9-24	
Employee ID		MUCJ		21 days	
Purpose of Travel		Installation of solar system & for other things			
Traveling Dates		Myok			
From (Date & Time)		22-8-24 to 23-9-24			
To (Date & Time)		21 days			
Approved By		<i>[Signature]</i>			
Approved Title		Manager			
Approved Date					
Advance Date		23-8-24 to 23-9-24		21 days	
Advance Amount		23-8-24		23-9-24	
Type		Disbursement		None	
Total Expense (Kvats/USD)					
Cash Advance (Kvats/USD)					
Balance Refund/Additional (Kvats/USD)					
Risk Report Status					
Authorized by	Name	Position	Date	Sign	
Prepared by					
Approved by Dept Head					
Approved by CMO/ACM/COO					
Accounted by Account Superior or Job Report					
HR Check & Approved					
Cash Received					
Remark					

REVISION: AN 07/2019/04-02

No.	Date	Status	Job Types/Number
1	28.8.24	Attend	Arrived at Myeik office in Yangon. Myeik customer U Than Htun Oo site 20 kw on grid system I measured the place to install solar panel and inverter.
2	29.8.24	Attend	Morning exercises and Morning meeting .Delivered and placed Matador Lectro 570W 42 pcs and rail road 25 pcs at customer U Than Htun Oo site.Bought needed accessories for 20KW ongrid site.
3	30.8.24	Attend	Morning exercises .Installed Matador Lectro 20Kw on grid inverter,No.2 panel and trunking.Installed rail road and L-feet at Myeik Customer U Than Htun Oo site.
4	31.8.24	Holiday	Installed L feet and Rail road for solar panel 42pcs at Myeik customer U Than Htun Oo 20 kw ongrid site.Picked up items at Shwe Weymin bus station.
5	1.9.24	Holiday	Set up DB box for Solar 42pcs and panel trunking.Installed MCCB breaker and connected inverter and DC breaker.
6	2.9.24	Attend	Myeik customer U Than Htun Oo site 20 kw ongrid system Set up Eastron meter at panel and communication cable meter to inverter.Installed MC 4 connector for solar 4 string DC breaker to inverter.Measured and cutted solar cable for solar panel 42 pcs.
7	3.9.24	Attend	Made morning exercise and attended meeting at Myeik branch. Myeik customer U Than Htun Oo site 20kw ongrid system. Installed solar cable for solar panel 42 pcs and cable pipe.
8	4.9.24	Attend	Made morning exercise ,5s and attended meeting at Myeik branch.Installed Matador Lectro solar panel 570w 42 pcs at customer U Than Htun Oo site
9	5.9.24	Attend	Made morning exercise and attended meeting at Myeik branch.Connected MC4 connector for solar 4 string and joined string.Installed earthing system at customer U Than Htun Oo site 20kw ongrid system.
10	6.9.24	Attend	Made morning exercise and attended meeting at Myeik branch.Myeik customer U Than Htun Oo site 20kw ongrid system Connected MC4 connector 4string for inverter output load.Measured the earthing system with earth meter at customer U Than Htun Oo site.It was ok.Went to 10kw ongrid system site and checked wire connection and output load.
11	7.9.24	Holiday	Made morning exercise and attended meeting at Myeik branch.Went to customer U Toe cold factory and removed solar panel and structure.
12	8.9.24	Holiday	Checked stock list and cleaned accessories room at Myeik branch.
13	9.9.24	Attend	Made morning exercise and attended meeting at Myeik branch.Went to Customer U Toe cold factory and installed solar panel 10 pcs at customer site.
14	10.9.24	Attend	morning exercises at myeik brandMorning meeting.customer U Toe tickets. I send brochures to beexpress
15	11.9.24	Attend	Made morning exercise, made 5s and attended meeting at Myeik branch.Went to 1MWsite from Myeik branch.
16	12.9.24	Attend	Cleaned the grass under the solar plant.Checked panel room and inverter panel.Checked the power output load at 1MW site.
17	13.9.24	Attend	Cleaned the grass under the solar plant.Checked panel room and inverter panel. Checked the power output load at 1MW site.

18	14.9.24	Holiday	Checked panel room and inverter panel. Checked the power output load and Encombi communication at 1MW site.
19	15.9.24	Holiday	Cleaned the grass under the solar plant. Checked panel room and inverter panel. Checked the power output load at 1MW site.
20	16.9.24	Attend	Cleaned the grass under the solar plant with two labour. Checked panel room and inverter panel. Checked the power output load and Encombi communication at 1MW site.
21	17.9.24	Attend	Cleaned the grass under the solar plant with two labour at 1MW site. Checked panel room and inverter panel. Checked the power output load and Encombi communication at 1MW site.
22	18.9.24	Attend	Checked panel room and inverter panel. Checked the power output load and Encombi communication at 1MW site. Checked and Photoed solar plant at 1MW site.
23	19.9.24	Attend	Cleaned panel room and inverter panel. Cleaned air cooler and checked the power output load at 1MW site.
24	20.9.24	Attend	Returning to Myeik brand office at Myeik customer U San Maung 1MW solar plant site.
25	21.9.24	Attend	At myeik office, morning exercises morning meeting, cleaning the solar and accessories stock from myeik brand. customer U Than Htun Oo I called to ask about the wiring installation process.
26	22.9.24	Holiday	Made Morning exercise and attended meeting at Myeik branch. Checked encombi communication and output load at 1Mw site.
27	23.9.24	Attend	Made Morning exercise and attended meeting at Myeik branch. Checked the stock list and cleaned the stock room.